

CHAPTER – XII

GENERAL SERVICES

11.1 JAILS

11.1.1 The approved outlay for the Eleventh Five Year Plan is ` 1500.00 lakh. The actual expenditure incurred during the first four years of the Eleventh Plan was ` 651.09 Lakhs. During Annual Plan 2011-12, an allocation of ` .400.00 lakh has been provided which is anticipated to be utilized in full. During the Eleventh Plan, the construction of two District Jails at Nongpoh and Nongstoin was initiated.

11.1.3 The proposed outlay for the 12th Five Year Plan is ` 2000.00 lakh and the budgeted outlay for the Annual Plan 2012-2013 is ` 300.00 lakh.

11.1.4 For the Twelfth Five Year Plan (2012-2017) the Department proposes to complete the on-going construction work which includes the Nongpoh Jail and Nongstoin Jail. To make the two new Jails functional, it is anticipated that additional posts under this sector will have to be created during the Plan period. Further, with a view to rehabilitate the inmates, training programmes will be expanded so as to include new trades like carpentry, handicrafts, candle making, weaving and knitting, as well as the production of horticultural products like fruits and vegetables, medicinal plants and ginger.

11.2 PRINTING AND STATIONERY

11.2.1 The Department of Printing & Stationery was set up with a purpose to take up the day to day printing works. The technical experts presented a case study and recommended step towards modernisation. This is in view of the fact that printing industry also changing with the advancement of science and technology around the globe.

11.2.2 Against the projected Eleventh Plan Outlay (2007-12) of ` **1500.00 lakh** for this sector, the actual expenditure during the first four years of the Plan was ` **.969.32 lakh**. The approved outlay for Annual Plan 2011-12 for Govt. Press at Shillong and Tura including Meghalaya Legislative Assembly Press is ` **.360.00 lakh** and the anticipated expenditure is ` **.440.00 lakh**.

11.2.3 **Achievements made during the Eleventh Plan:**

The following are the achievements made during the 11th Plan:

As part of the modernisation process, 50 (fifty) units of plants & machineries were procured for both Shillong and Branch Press, Tura during the 11th Plan. The first ever 4-colour offset printing machine was also installed at Shillong during the period. A Govt. Press and Stationery Store at Jowai has been established in the interest of Govt. offices located in

the Jaintia Hills District. A Stationery Branch and Book Depot at Tura Branch Press was also opened including construction of additional building to house the Stationery Branch at Tura and security wall fencing around the entire office complex at Tura to prevent public encroachment was taken up. Also the office has taken up installation of EPABX and LAN network at the Directorate's office at Shillong.

To serve the demand for short run multi color printing and to print bigger size printing jobs, one digital production system of low range and one big offset printing machine have been procured in the press section of the Meghalaya Legislative Assembly Press. The value addition also has been added in the post press section by procuring ultra violet coating and curing machine. The post press units have been strengthened by procuring modern binding machineries and equipments thus enabling the office to take up any kind of binding & finishing jobs. Now the standard quality and durability of the finished products can be ensured.

Another achievement is the introduction of world class NANO premier semi automatic screen printing machine to enable the office to take up multi color printing of small jobs, such as, visiting cards, invitation cards, certificates, etc. Gold embossing of national emblem, pre ink rubber stamp making and digital ID card printer also has been introduced by procuring modern sophisticated machines.

11.2.4 The proposed outlay for the Printing & Stationery for the Twelfth Plan (2012-17) is `2600.00 lakh. The Annual Plan 2012-13 budgetted allocation of `350.00 lakh has been provided which includes `115.00 lakh for the State Assembly Press.

11.2.5 12th Five Year Plan proposal (2012-2017)

The main objectives of the 12th Five Year Plan are indicated below.

1. **Training Programme** –Training of Officers and technical staffs outside the State to familiarise on the developments taking place in the field of printing technology.
2. **Purchase of Machineries and Equipments** - Upgradation of machineries and equipments for the Presses at Shillong, Tura and Jowai during the period. Old outdated printing machineries will be replaced by the latest state of the art machines capable of producing high quality print products at very limited time.
3. **Purchase of motor vehicle** –procurement of motor vehicles as replacement for the old condemned ones.
4. **Construction of Office Building** - Construction of new Office Building to house the Press and Stationery Store at Jowai.
5. **Construction of Boundary wall around the Office Complex at Jowai** – Construction of boundary wall around the Office Complex at Jowai to prevent from encroaching of Govt. land by the civilians and to do good to protect public property.
6. **Construction of Residential Quarters for Govt. Press and Stationery stores at Jowai** –Construction of Residential Quarters for employees of the newly established Govt. Press and Stationery stores at Jowai.
7. **Construction of Boundary wall** - Construction of Boundary wall around the Residential Quarters for employees of the newly opened Govt. Branch Press, Jowai to prevent from encroachment as well as trespassers.
8. **Construction of Additional office building** - Construction of Additional office building with light building materials on top of the existing structure at Shillong for housing of additional sections as the existing building is devoid of floor space.
9. **Renovation/Repairing/Maintenance of Residential Quarters and Office building at Tura** –Renovation/repairing/maintenance of the 42 (fourty two) units of residential

quarters and the main office building at Tura since the condition of the buildings is in dilapidated state.

10. **Construction of Officers Quarters at Tura** –Construction of 2 (two) units of Officers Quarters at Tura since the facility is not available to the Officers deputed to Tura till date.

11.2.6 Meghalaya Legislative Assembly Press:

1. **Strengthening of manpower** : The office is still lacking man-power especially at the top executive level which results severe strain on the single man-power available at source in managing the office. The office needs to be strengthened with fulltime man-power in the management level to look after the production, administration, marketing and for the computerised management system independently. Creation of 5 executive post of gazetted status during the 12th Five Year Plan (2012-17) has been earmarked in the draft proposal.

In addition to the above, creation of 25 posts of Grade III & Grade IV staff has been proposed during the 12th five year plan 2012-17 in various branches of the office for smooth functioning of the office.

2. **Purchase of Machineries** : The offices proposes to procure Plants and Machineries against the physical target of 50 units. This includes four color printing unit, CTP pre-press unit, post press units and color management softwares, which will bring the office at par with the modern presses.

3. **Construction of residential quarters for the officers and staffs** : This is a new scheme proposed to construct officer and staff quarters at Assembly hostel complex in Shillong.

11.2.7 The break up of the Twelfth Plan (2012-17) and the Annual Plan 2012-13 are indicated in the Table below:-

Sl. No	Name of the Scheme	Twelfth Plan (2012-17) Proposed Outlay	Rs. in lakhs.
			Annual Plan 2012-13 Budgetted Outlay
1.	2.	3.	4.
1.	Govt. Press at Shillong, Tura & Jowai	1820.00	235.00
2.	Meghalaya Legislative Assembly	780.00	115.00
	Total=	2600.00	350.00

11.3 PUBLIC WORKS (G.A.D. BUILDINGS)

11.3.1. The schemes under this sector are implemented by GAD through the Public Works Department (Building Wing) which is the main executing Agency of different Government Departments in the State for building infrastructure including construction of GovernmentAdministrativeBuildings and staff quarters in different parts of the State. The on-going major projects like construction of Meghalaya Houses etc outside the State particularly in the metropolitan cities like Delhi, Kolkata, Vellore and Guahati for providing accommodation facilities to VIP as well as officers and students population who go out of Station on official visits and other variety reasons are targeted to be completed within the stipulated time as per the Memorandum of understanding

11.3.2. The approved outlay for this sector during the Eleventh Plan is `13386.00 lakhs. The anticipated expenditure during the 11th Plan is `12305.18 lakh. The approved outlay for 2011 - 2012 is `2600.00 lakh which includes `2400.00 as SCA and the anticipated expenditure is `1600.00 lakh. During the 11th Plan the major achievements under this sector are as follows:-

(` lakh)

Sl. No.	Name of Schemes	Sanctioned Amount
1	Constn. of Meghalaya House at Mumbai	595.42
2	Improvement & Renovation work at Mayurbhanj complex,Shillong	198.275
3	Constn. of Brightwell Bunglow(State guest House)presently occupied by the Hon'ble Speaker of Meghalaya Legislative Assembly	51.238
4	Constn. of boundary fencing and entrance gate at Mayurbhanj complex,Shillong	72.07
5	Providing digital Conference system for Yojana Bhavan,Shillong.	76.736
6	Constn. of the Administrative office Bldg. in the old Transport office bldg. at Lower Lachumiere, Shillong.	437.36
7	Extension of Circuit House at Nongpoh	76.045
8	Constn. of Treasury office Bldg. at Tura	214.525
	TOTAL	1721.669

11.3.3. The Projected Outlay for the 12th Plan (2012-17) is Rs.19700.00 lakh. The Proposed Outlay for the Annual Plan 2012-13 is ` 3080.00 lakh which includes provision for the spilled over Schemes from the 11th Plan and for the new major Schemes are as indicated in the Table below:

(` lakh)

Sl. No.	Name of Schemes	Estimated Cost	Approved Outlay for 2011-2012	Anticipated Expenditure 2011-12	12 th Plan (2012-17) Projected Outlay	Proposed Outlay 2012-13
	SPILL OVER SCHEMES OF 11TH PLAN					
1	Service tax for constn. of residential cum commercial complex at 9/10 Anadilal Poddar sarani,Kolkata.	306.25	1600.00	1600.00	-	20.00
2	Construction of Meghalaya House at Vasant Vihar New Delhi	2432.31			-	5.00
3	Construction of State Convention Centre	2321.23			-	30.00
4	Payment to CESC Ltd. Kolkata being the charges towards supply of power and security deposit for requirement of 1250 KVA load at the premises of 10 Anadilal Poddar,Sarani Kolkata.	140.52			-	2.00
5	Re- Revised Estimate for Construction of Residential cum Commercial complex at 9 th Anandilal Poddar Kolkata	4903.00			-	1500.00
6	Construction of Nongpoh Treasury Office Building.	251.00			-	15.00
7	Construction of Governor's Guest House at Tura.	547.89			-	25.00
8	Minor Spill Over Schemes	2563.77			-	554.32
	NEW SCHEMES					
9	Constn. of State Guest House at Shillong	-	-	-		50.00
10	Constn. of new Circuit House Building (Additional building) at Baghmara.	102.21	-	-		20.00
11	Constn. of New Building for Chief Ministers's Residence adjacent to the	273.40	-	-		40.00

Sl. No.	Name of Schemes	Estimated Cost	Approved Outlay for 2011-2012	Anticipated Expenditure 2011-12	12 th Plan (2012-17) Projected Outlay	Proposed Outlay 2012-13
	existing building at Goodwood Complex, Shillong.				19700.00	
12	Extension of Circuit House at Ampati	160.49	-	-		30.00
13	Constn. of boundary wall with ornamental grill and new internal approach road to Goodwood Bungalow No.2	118.21	-	-		12.00
14	Renovation works including renewal of water supply line, wall tiles and sanitary fittings in the bath cum W.C attached to VVIP rooms at Meghalaya House, Shanti Pally, Kolkata.	19.23	-	-		2.00
15	Renovation & improvement of DC Court Building at Shillong, by providing CC topping, Acoustic ceiling, granite at the entrance and black topping for the office Courtyard	30.96	-	-		3.00
16	Renovation of Meghalaya House, Guwahati including constn. of parking and installation of Deep Tube well at Rehabari, Guwahati	54.66	-	-		2.75
17	Constn. of office Building for Meghalaya Public Service Commission cell at Dakopgre, Tura	306.33	-	-		30.63
18	Extesion/Renovation of Residential Building of Deputy Commssioner, South Garo Hills at Baghmara	65.79	-	-		3.30
19.	Extension of New Cuircuit House at Tura.	72.22	-	-		3.00
20.	Constn. of Meghalaya Public Service commission Building including bounadary wall fencing and culvert at Lower Lachumiere, Shillong.	634.31	-	-		32.00
21.	Provision for Normal & unforeseen Schemes.	-	-	-		700.00
	TOTAL	15303.78	1600.00	1600.00		19700.00

11.4. MEGHALAYA ADMINISTRATIVE TRAINING INSTITUTE

11.4.1. The Eleventh Plan outlay for Meghalaya Administrative Training Institute is `150.00 lakhs. The total expenditure for the first four years of the 11th Plan was `414.50 lakh. The approved outlay for 2011-12 is `450.00 lakhs which includes `350.00 lakh for construction of MATI complex (SCA) and `100.00 lakh for training programmes is anticipated to be utilized in full. The total anticipated expenditure of the Eleventh Plan is `864.50 lakh. **The proposed outlay for the Twelfth Plan is `4400.00 lakh and the Annual Plan 2012-13 is `650.00 lakhs.**

11.4.2 The Meghalaya Administrative Training Institute (MATI) was established in the year 1989. The Institute is imparting courses for State Civil Services Officers and other Heads of Department. Training programmes are also conducted for UDAs and LDAs of the Secretaries Services, Staff of the Head of Departments and District Offices. The Institute is

also offering training in computers for officers and staffs of the Secretariat, Head of Departments in collaboration with the National Informatics Centre (NIC) Shillong. Govt. of India's Sponsored Training programmes are also being conducted annually. MATI is the State Implementing Agency for conducting training on Access to Information. Hence training on the Right to Information is being conducted at the State Level and also the District Level in collaboration with the National Human Rights Commission (NHRC). The institute is also conducting training on Human Rights issues. Further, the institute in collaboration with the National Institute of Disaster Management (NIDM) is conducting training on Disaster Management for Government Officials, NGOs, Local Representatives, Head of Educational Institutions etc.,

The training inputs are provided through classroom sessions, panel discussion, group activities etc. The training is structured to align and integrate with the Government's vision and policy so as to ensure effectiveness of learning delivery

11.4.3 The main problem being encountered by the institute is the lack of Hostel facilities, as a result of which training programmes of longer duration conducted for out station employees created hardship for the trainees as they have to make their own lodging arrangements. To mitigate this problem, land approximately 5 acres have been allotted and identified by the Urban Affairs Department at Mawdiangdiang. For construction of the Meghalaya Administrative Training Institute including hostel and other facilities the State Government during 2008-09 has accorded administrative approval for 'Construction of Meghalaya Administrative Training Institute Complex at Mawdiangdiang' amounting to `1380.56 lakhs for which expenditure incurred up to 2010-11 was `414.50 lakhs.

11.5 FIRE PROTECTION

11.5.1 The Projection Outlay for the Eleventh Plan is Rs. 1500.00 lakh. The expenditure incurred during the first four years of the 11th Plan is `816.15 lakh and the anticipated expenditure for the 11th Five Year Plan is `1116.15lakh. During the Annual Plan 2011-12, an allocation of Rs. 300.00 lakh has been provided which is anticipated to be utilized in full.

11.5.2 The Projected Outlay for the Twelfth Five Year Plan is `1400.00lakh and the budgeted outlay for the Annual Plan 2012-2013 is `210.00 lakh.

11.5.3 The Department proposed to create additional posts, so as to be able to implement the shift duty system since the personnel engaged in this Department have to perform their duty round the clock.

11.5.4 The Department have been able to provide accommodation to only 16 % of their staffs. Therefore, provision has been made in the 12th Plan for acquisition of land for the construction of administrative buildings as well as residential buildings.

11.5.5 A separate TrainingCenter is required to be set up in the state for imparting specialised training to Fire & Emergency Services personnel in various fields so as to equip the organisation with modern and sophisticated equipments and appliances.

11.6. JUDICIARY

11.6.1. During the Eleventh Plan the main component of infrastructure under this sector is construction of New & Permanent High Court building within the State Capital which had been completed except for some additional works which are yet to be completed.

and the physical progress of the construction work is 98 %. **The Approved Outlay for the Eleventh Plan (2007-2012) is `1200.00 lakhs and the anticipated expenditure is ` 954.83 lakhs The approved outlay for the Annual Plan 2011-2012 is ` 250.00 lakhs and the amount is anticipated to be fully utilized.**

11.6.2. An amount of ` 1900.00 lakhs is proposed for the Twelfth Plan and ` 280.00 lakhs for the Annual Plan 2012-2013.

The Guwahati High Court Shillong Bench and the Supreme Court of India has directed the State Government to separate the Judiciary from the Executive and the first phase of separation of Judiciary from the Executive in East Khasi Hills District has been effected vide Notification issued on 28-09-2011. In compliance with the Supreme Court's directions, the State of Meghalaya with the approval of the High Court has fixed the strength of the Judicial Officers viz, District & Session Judge, Chief Judicial Magistrate, Civil Judge (Junior Division) and Magistrate First Class to be appointed in all districts. Accordingly, Subordinate Judiciary Buildings has to be constructed for functioning of the District Courts in all the districts during the Twelfth Plan and till the permanent buildings are available, temporary court buildings either in the existing court rooms of D.C.'s office or hiring basis will have to be made available.

11.7 POLICE ADMINISTRATIVE & FUNCTIONAL BUILDINGS

11.7.1 The approved outlay for the Eleventh Five Year Plan is ` 1500.00 lakh. The total expenditure incurred during the first four years of the Eleventh Five Year Plan is ` 855.96 lakh and the anticipated expenditure for the Eleventh Five Year Plan is ` 2505.96 lakh. The proposed anticipated expenditure is for payment of both Final Bills, 90% shortfall advance payment to the Ongoing and New Schemes.

11.7.2 In the Eleventh Plan emphasis was given for the construction of Administrative buildings. The various construction works taken up during the 11th Plan consist of extension, construction of new barracks, dog kennels Reserve Office Buildings, approach roah, chehpost buildings etc.

11.7.3 The 13th Finance Commission has awarded an amount of Rs. 5000.00 lakh for the setting up the Meghalaya Police Academy over a period of five years. During 2011-12, an amount of Rs. 1250.00 lakh has been provided for this purpose.

11.7.4 The proposed outlay for the Twelfth Five Year Plan is (2012-2017) is ` 8800.00 lakh. The budgeted outlay for the Annual Plan 2012-2013 is ` 1700.00 lakh.

11.7.5 For strengthening of the Department, steps have been taken to create three new police stations and six new outposts. The Central Government has also been requested to sanction more IR battalions to effectively tackle insurgency. Steps are being taken to fill up all vacancies in various Districts/ Units/ Organizations of the State Police.

11.7.6 Under the proposed Annual Plan 2012-2013 plan proposal, construction of office buildings at various Police Stations, Outposts, Check Posts, Battalion Offices for the newly created Battalions, Police Reserve Offices which are still functioning from rented houses are required.

11.8 HOME GUARDS AND CIVIL DEFENCE

11.8.1 The Civil Defence & Home Guards Department plays a crucial role on disaster management and Civil Defence measures as mandated by the Civil Defence Act 1968 in addition to performing guard duty, traffic control and patrolling duty and assisting the police in maintenance internal security. The Central Training Institute is the Nodal training Institute for conducting training on search and rescue, medical first aid and disaster management. The Border Wing Home Guards Battalion personnel are being deployed with the police for maintenance of Internal Security and guarding of vital installations.

11.8.2 The Eleventh Plan (2007-2012) approved outlay for Home Guards & Civil Defence is Rs 2500.00 lakh. During the first four years of the 11th Plan, the expenditure incurred by the Home Guards and Civil Defence Department is ` 460.00 lakh, and the anticipated expenditure for the Eleventh Plan Period is 860.00 lakh. The approved outlay for the Annual Plan 2011-12 is Rs. 400.00 lakhs which is anticipated to be utilized in full. During the 11th Plan period, the construction of the Central Training Institute and Border Wing Home Guards Battalion at Mawdiangdiang was initiated at a total cost of ` 900.00 lakh.

11.8.3 The Projected Outlay for the Twelfth Five Year Plan is ` 3100.00 lakh and the budgeted outlay for the Annual Plan 2012-2013 is ` 460.00 lakh.

11.8.4 Under the proposed Twelfth Five Year Plan, the Department proposed to complete the construction of the Central Training Institute and Border Wing Home Guards Battalion. It also proposed to construct quarters for officers and others as well as barracks. Further, provision has been made for the acquisition of land to construct Staff Quarters at Mawdiangdiang. At present, the matter has been taken up with the Department of Urban Affairs to allot 26 acres of land.

11.8.5 The Department also proposed to construct Staff Quarters, Civil Defence Office buildings, Parade Ground, Stores, etc., for the personnel posted in Tura and Jowai.

11.9. TREASURIES

11.9.1. During the Eleventh Plan period, a web-based TreasuryNET Application was developed for online treasury activities, treasuries are equipped with IT infrastructure, Pension Automated Application was developed, Pension database was created and Centralised Payment Pension System was implemented in the State, cyber treasury and e-payment system has been introduced in Shillong, development of DivisionNET Application for online transaction in Works Departments was initiated, Integrated Financial Management Information System was initiated and a Treasury mini-Data centre is created for data storage, monitoring and data analysis for Management Information System. **The Eleventh Plan Outlay for 2007-2012 is `250.00 lakhs and the anticipated expenditure for the 11th Plan period is `267.41 lakhs. The Approved outlay for 2011-12 was `70.00 lakhs and the whole amount is anticipated to be utilised.**

11.9.2 An amount of `618.00 lakhs is proposed for the Twelfth Five year Plan period and an amount of `90.00 lakhs is proposed for the Annual Plan 2012-13. During the Twelfth Plan, thrust shall be given to implementation of ECS and e-payment system

throughout the State, upgradation and strengthening of IT infrastructure in Treasuries and Treasury Data centre, completion and operationalization of DivisionNET in works Departments, computerized budgeting, budget allocation/distribution system, improvement and expansion of the coverage of Integrated Financial Management Information System, cloud computing for centralised TreasuryNET system.

11.10 STATE LEGISLATIVE ASSEMBLY BUILDING

11.10.1. The State Government is yet to construct a NewLegislativeAssemblyBuilding since the old one was destroyed by fire during January, 2001. As per decision of the High Level Committee which has been set up to look into the construction of a NewLegislativeAssemblyBuilding, a new site has been identified at Taraghar Complex near Ward's Lake, Shillong. The estimated cost for construction of the new StateLegislativeAssemblyBuilding is `256.64 crore.

11.10.2. An Additional Central Assistance of `500.00 lakh has been sanctioned by the Planning Commission for the purpose during the Annual Plan 2002-03.

11.10.3. The amount projected for the purpose during the 11th Plan period is `2500.00 lakh. The actual expenditure during the first four years of the plan Period is `25.00 lakh and the Approved outlay for 2011-12 is `500.00 lakh under SCA. To expedite construction of the State Assembly Building and avoid cost and time overrun, a Projected Outlay of `25664.00 lakh is proposed for the 12th Plan (2012-17) and an amount of `2000.00 lakh is proposed for the Annual Plan 2012-13.

11.11 DISASTER MANAGEMENT

The Disaster Management Scheme has been operative since June, 2006. In order to help focus on the programme, the State Govt. in the year 2008, has constituted the State Disaster Management Authority (SDMA) at the state level and the District Disaster Management Authorities at the district level. The SDMA Secretariat has been established in April, 2011. The Deptt has also constructed the Emergency Operation Centres (EOCs) in the state and district headquarters for effective disaster management works.

With the establishment of the SDMA Secretariat, all programmes and projects have been taken up by the Secretariat. Therefore, there is a need to strengthen the office with vehicles, training, search & rescue materials and equipments, etc.

For proper management of the disaster, there is a need to conduct a Hazard Risk Vulnerability Analysis Study (HVRA) study for the whole state and the North Eastern Satellite Application Centre (NESAC), Barapani has been contacted for this purpose. As the study is highly technical and time consuming and involve huge costs, it is proposed to take up the study in phase manner, starting with the Shillong City and West Garo Hills District.

11.11.4 The anticipated expenditure during the 11th Plan period is `85.00 lakh. The proposed outlay for the 12th Five Year Plan is `618.00 lakh and for the Annual Plan 2012-13 is `80.00 lakh.